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# Job Aid: Self-Record Learning Event

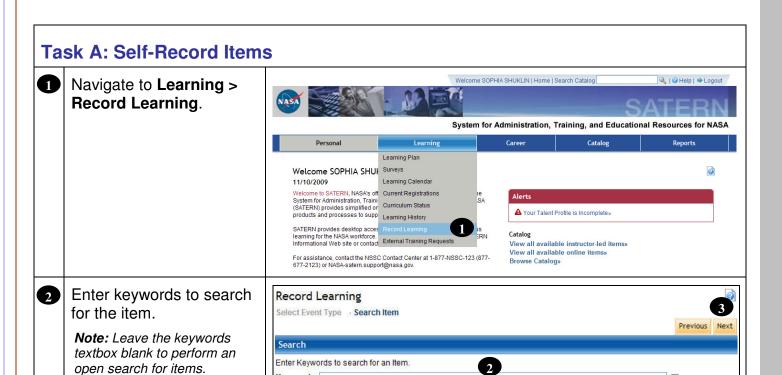


The purpose of this job aid is to guide users through the step-by-step process of self recording items.

Task A

Self-Record Items

20 Steps



 $\overline{m{arphi}}$  Instructor-Led  $\overline{m{arphi}}$  Online  $\overline{m{arphi}}$  Blended  $\overline{m{\Box}}$  Other (Select one or more)

Click Next.

3

Keywords:

Exact Phrase



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- From the search results list, click the radio button in the *Select* column of the item to record.
- Click Next.



6 Click in the **Instructor** textbox and enter the instructor.

#### or

Click the **Select** link to select the instructor from the list.

Enter your grade in the **Grade** textbox.

Select the completion status from the

8 Completion Status dropdown menu.

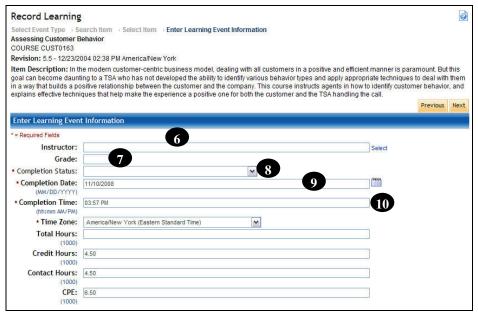
Enter the completion date in the **Completion Date** textbox.

#### or

9

Click the **Select date** icon to select a date from the calendar pop-up.

Enter the completion time in the **Completion Time** textbox.





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